



Brentwood, California

Is Seeking A New
Assistant City Manager
Who Has A Solid
Background In
Human Resource
Management

THE COMMUNITY

The first people to live in what is now Brentwood were Native American Indian tribes. Residents can still visit the remains of that culture by visiting two abandoned village sites, known as Shell Mounds. European immigrants settled in the area in the 1830's and the first post office was erected in 1878. By 1890, Brentwood had become the largest shipping point for wheat and barley between New Orleans and San Francisco. Although Brentwood became an incorporated town in 1948, it continued to be an agricultural community that still is heavily influenced by agriculture. Crops being raised in the immediate area include grain, alfalfa, apricots, nectarines, peaches, plums, cherries, figs, pears, walnuts, almonds, pistachios, tomatoes, corn, melons, squash and lettuce.

Located in eastern Contra Costa County, Brentwood's population has grown by 15%-17% annually during the past few years. Its current population of 33,500 is expected to grow to 70,000 by 2020, according to the recently updated General Plan. The City's incorporated boundary currently totals 14 square miles, while the overall sphere of influence is in excess of 15,000 acres.

Brentwood is located within close proximity to the San Joaquin Delta, a vast network of waterways spanning over 1,000 miles, providing easy access to water related sports. Another prime recreation site, the Los Vaqueros Reservoir, is just nine miles from Brentwood. Brentwood also features the Marsh Creek Trail, a new addition to the East Bay Regional Park District. This trail is a paved bicycle and walking path that connects to the California DeAnza Recreational Trail System.



Brentwood is equidistant (60 miles) from San Francisco and Sacramento, 25 miles from Concord and Stockton (including the Port of Stockton), and only 30 miles from Walnut Creek and Livermore. State Highway 4 passes through Brentwood, intersecting with Interstate 5 and State Route 99. The newly constructed Vasco Road links Brentwood to the Interstate 580 corridor. A major north-south route planned for the next five years will link I-580 and I-5 with State Route 4. Three Bay Area Rapid Transit (BART) stations are 15, 20 and 30 miles from Brentwood and a Southern Pacific Railroad mainline passes through the community. Regional airports are in Stockton and Concord, while international service is provided in nearby Oakland, San Francisco, Sacramento and San Jose.

The community's quality of life is enhanced by fine schools, as well as access to excellent health care services at nearby Antioch where a full-service hospital is located. A wide variety of suburban and rural housing opportunities exist in Brentwood, priced very favorably in comparison to the rest of the Bay Area.



CITY GOVERNMENT

Brentwood is a general law city governed by the council-manager plan. The City Council consists of a directly elected two-year term Mayor and four City Council members who serve four-year overlapping terms. Council meetings are held on the second and fourth Tuesday evenings of each month. In addition to appointing the City Manager and the City Attorney, the Mayor and City Council appoint members of the Planning Commission, Arts Commission, Parks and Recreation Commission, and Youth Commission. City government enjoys a progressive and supportive relationship with the Brentwood Chamber of Commerce. The City has also formed a Redevelopment Agency and adopted two active project areas. The City Manager serves as Executive Director of the Agency and the Mayor and Council are its Board of Directors.

With budgeted operating expenditures of \$46 million and a staff of 240 full-time employees and 60 seasonal staff members, the City directly provides a variety of services including police, water, sewer and refuse collection. Fire protection is provided by the East Diablo Fire District. City departments include Parks and Recreation, Police, Public Works, Community Development, Finance, Engineering, Economic Development/Redevelopment, and Administration. Human Resource services are an extension of the City Manager's office and are provided by a staff of four that includes an HR Manager, HR Specialist, HR Assistant and an Executive Assistant.

Among the many significant initiatives presently being addressed by the City, the following are especially noteworthy:

- Preservation of agriculture
- Inclusionary housing
- Enhancement of revenues through the business license tax
- Aggressive economic development activities
- Downtown Specific Plan
- Brentwood Boulevard/Lone Tree Way Specific Plan



THE POSITION

The new Assistant City Manager, who will act as City Manager in the latter's absence, will oversee the City's Human Resource function as a strategic management partner, in addition to other vital administrative responsibilities and special projects. City leaders have identified the following areas of focus requiring the energy and skills of the new Assistant City Manager:

- Special projects and studies
- City Council and community liaison involvement
- CATV franchise oversight
- Succession planning
- Neighborhood committee oversight
- Establish positive and constructive relationships with community stakeholders
- Prepare and administer departmental budget
- Staff support to Council subcommittees
- Significant interaction with all City departments
- Serve as liaison with the League of California Cities and with federal, state, regional and other governmental bodies

THE IDEAL CANDIDATE

The ideal candidate will be an individual who has a solid human resources background but who either has experience in other areas or the capacity and desire to grow quickly in various functions of municipal management. This challenging position requires a strong leader who is committed to continuous quality improvement, customer service and performance management and who can interact collaboratively with a talented staff. He or she must be able to anticipate and help prepare innovative service delivery solutions in a dynamic organizational environment.

Specific requirements are as follows:

Experience and Education

Significant governmental management experience, including substantive human resources experience, is required. A relevant BS or BA degree is also required, while an MPA or MBA degree is desirable. Possession of a valid California driver's license will also be required.

Management Style/Personal Characteristics

In addition to the experience and education described above, the ideal candidate can best be described as:

- A strong leader and competent manager who is resourceful and knows how to leverage the talents of fellow staff members.
- Well-read, creative, and adaptable.
- Has excellent interpersonal skills and strong communication skills, both oral and written.

- Someone who is not satisfied with the status quo and who enjoys working in a fast-paced work environment.
- Possesses a solid work ethic and a high degree of personal integrity.
- Team oriented, open to suggestions and willing to share credit for accomplishments.
- A professional who practices accountability and instills pride and confidence in staff.
- A "doer" who gets things done and knows how to properly delegate.
- Energetic, intelligent, a quick study and analytical.
- Committed to continuous quality improvement and a high level of customer service.
- An individual with a can-do attitude and solid problem solving ability.
- Calm under pressure, resilient and has a good sense of humor.
- More interested in partnering than in protecting his/her own "turf".

COMPENSATION AND BENEFITS

The top step of the salary range will be \$132,600 (effective 7/03), pending Council approval. The City offers an excellent benefit plan that includes the PERS 2% @ 55 retirement (the City currently pays 100% of the PERS costs for employee and employer). The City will amend its contract with CalPERS to enhance the retirement program effective July 1, 2003. In addition, the City offers generous leave allowances



(including 80 hours of administrative leave and 14 paid holidays), longevity incentive, matching (i.e. up to \$110/month) deferred compensation, Spanish bi-lingual pay, a Flexible Benefits Plan and a very competitive health/dental/vision and life insurance program.

APPLICATION AND SELECTION PROCEDURE

The final filing date is Friday, April 18, 2003. To be considered for this excellent career opportunity, please submit your resume with cover letter, current salary and a list of three work-related references. Your resume should reflect both months **and** years of current and prior positions and also the size of budget and staff you have managed or helped to manage. Submit materials to David Harris at:

SHANNON
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Tel: 916 263-1401 Fax: 916 561-7205

Email: resumes@cps.ca.gov

Website: www.cps.ca.gov/shannon

City website: www.ci.Brentwood.ca.us

Selection Process

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultants in late April, following which the most qualified candidates, as determined by the City, will be invited to be interviewed as finalists in May. The City anticipates making an appointment to the position in mid to late May, following final interviews and the completion of reference and background checks.

